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June 23, 2011



## **Career Opportunity**

### **United States District Court Southern District of Texas**

Position: Judicial Assistant to  
United States District Judge Diana Saldaña

Location: Laredo, Texas

Closing Date: July 18, 2011, or Until Filled

Salary Range: \$47,448 - \$74,628 (JSP 9 – 11\*)  
\*Salary Commensurate with Qualifications

#### **Position Description:**

This position is responsible for performing administrative duties for a federal district judge. Working under the direction of the judge, the duties include the following: prepare and/or edit legal documents; gather and maintain statistical data for reports; receive and review incoming and outgoing correspondence; maintain judge's calendar; arrange meetings and conferences for judge and support personnel; maintain the judge's travel itineraries and arrangements; manage chambers' case management system; assist with locating, scanning, copying, filing, and certifying documents; maintain, update, and track filed documents; organize and maintain filing systems; perform receptionist duties; transcribe dictation from judge; provide assistance to law clerks; maintain office supplies and equipment and handle routine office matters.

#### **Qualifications:**

- Applicants must have a high school diploma or equivalent; a college degree is preferred.
- Minimum of six years of experience is required - two years of progressively responsible general clerical or secretarial experience, and four years of progressively responsible secretarial experience involving responsibility as the principal office assistant to a supervisor in a legal environment.
- Outstanding typing and computer skills. MS Office Suite, WordPerfect, and Lotus Notes experience preferred.
- Must be able to manage a small office (including files, library materials, supplies and supervision of office maintenance).
- Professional demeanor and the ability to manage an executive office in a quiet work environment.
- Excellent writing and grammar skills, including proofreading and spelling.

- Accuracy in checking edits, quotations, and legal citations and a thorough knowledge of legal terminology.
- Ability to perform a wide variety of administrative tasks.
- Strong initiative and willingness to accept responsibility.
- Exceptional organizational skills and an eye for detail.
- Ability to work well with professional legal staff and court personnel.
- The ability to deal with the Bar and the public in a polite and effective manner is crucial.
- Must be able to work extended hours on occasion.

**Benefits:**

Benefits include participation in the retirement system, thrift savings plan, health and life insurance, and holidays and leave. The court cannot reimburse candidates for travel or moving expenses.

**Application Process:**

To be considered for this position, please submit the following: (1) a completed employment application; (2) resume; and (3) cover letter, noting the position number, which explains your interest in the position and highlights your relevant training and experience. An employment application may be obtained from our website at [www.txs.uscourts.gov/jobs](http://www.txs.uscourts.gov/jobs).

Please submit the requested material in one PDF attachment via e-mail to [employment@txs.uscourts.gov](mailto:employment@txs.uscourts.gov). You may also submit your materials via regular mail or fax to:

Ms. Rosie Rodriguez  
United States District Court  
1300 Victoria St., Suite 1131  
Laredo, TX 78040  
Fax: 956-726-2289

Internal applicants must submit the information requested above and provide a copy to their immediate supervisor.\*

The court may withdraw this announcement at any time. Applicants may be asked to take a proficiency test. The final candidate will be subject to a background check, credit check, and records check with law enforcement agencies. Positions in the United States Courts are excepted appointments. Our employees are not under the Civil Service System, and their tenure is "at will."

**Equal Opportunity Employer**

\*Candidates from Probation should also copy the Chief U.S. Probation Officer.